Nova Scotia

ANNUAL REPORT

for the fiscal year
ending March 31, 1985

Department of Municipal Affairs

Nova Scotia

Department of Municipal Affairs

Office of the Minister

PO Box 216
Halifax, Nova Scotia
B3J 2M4

(902) 424-5550

The Honourable Alan R. Abraham
Lieutenant-Governor
Province of Nova Scotia

May It Please Your Honour:

I have the honour to present to you the twelfth Annual Report of the Department of Municipal Affairs.

Respectfully submitted,

G. David Nantes

Nova Scotia

Department of Municipal Affairs

Office of the Deputy Minister

PO Box 216
Halifax, Nova Scot
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902 424-4100

The Honourable G. David Nantes
Minister of Municipal Affairs
Province of Nova Scotia
Halifax, Nova Scotia

Sir:

I take pleasure in presenting to you a report of the activities of the Department of Municipal Affairs, for the year ending March 31, 1985.

Respectfully submitted,

John Mullally

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REPORT OF THE DEPUTY MINISTER

The main objectives of the Department of Municipal Affairs are to provide municipal government in Nova Scotia with sound advice, guidance and assistance; to effectively administer the various financial programs available to the municipalities as well as the many Acts and Regulations affecting municipal government; to develop in consultation with municipal governments, new and innovative policies and programs aimed at meeting the changing needs of municipal government; and to foster and maintain good provincial-municipal relations through effective co-operation and consultation. In the past year the Department has continued to work closely with the municipal governments of Nova Scotia to ensure that these objectives are realized.

The Joint Union of Nova Scotia Municipalities - Department of Municipal Affairs Task Force on Municipal Reform continues to provide a valuable forum for the frank exchange of views and opinions. Comprised of senior staff of the Department and the executive director, solicitor and financial consultant of the Union of Nova Scotia Municipalities, the Task Force process has been instrumental in assisting the Department and the municipalities to better understand each other's concerns and interests.

The relationship between the provincial and municipal governments drew closer in 1985 with the establishment of the Provincial-Municipal Fact-Finding Committee. The 10-member committee, comprised of elected provincial and municipal representatives and chaired by the Premier, was officially announced during the spring session of the Legislature for the purpose of reviewing matters of mutual concern to the Province and the Union of Nova Scotia Municipalities.

The committee is studying all aspects of the duties and responsibilities of the two orders of government for the delivery of finance of services to the people of Nova Scotia. The Department looks forward to lending its support to the committee during the course of its endeavours.

The By-laws Review Committee began meeting in September, 1984 to review the process of ministerial approval for municipal by-laws and to modernize and codify existing by-laws in Nova Scotia. The Committee is chaired by the Deputy Minister.

Provincial subdivision regulations came into effect in August of 1984, in accordance with the new Planning Act of 1983. The regulations prescribed are in place in 23 towns and 15 rural municipalities. To administer the regulations, subdivision offices were opened in Port Hawkesbury and Yarmouth, adding to the existing office in Truro.

Providing financial assistance to the Province's 66 municipalities continues to be a high priority for Municipal Affairs. During the fiscal year 1984-85, the Department provided $82 million to municipalities in form of grants. Of this amount, $68.6 million was made available under the Municipal Grants Act.

During the year, office consolidations of the Municipal Act and the Towns Act were prepared. In addition, the reports "Financial Assistance to Nova Scotia Municipalities" and "Report on Municipal Statistics" were updated.

The Department looks forward to continued cooperation and support from the Union of Nova Scotia Municipalities and its 66 member units as staff and elected officials work together toward a further strengthening of municipal government in Nova Scotia.

MUNICIPAL UNITS NOVA SCOTIA - POPULATION FIGURES 1981

CITIES

Dartmouth	62,277
Halifax	114,594
Sydney	29,782
	206,653

TOWNS

Amherst	9,684	Mulgrave	1,099
Annapolis Royal	631	New Glasgow	10,464
Antigonish	5,205	New Waterford	8,808
Bedford	6,777	North Sydney	7,820
Berwick	1,699	Oxford	1,470
Bridgetown	1,047	Parrsboro	1,799
Bridgewater	6,669	Pictou	4,628
Canso	1,255	Port Hawkesbury	3,850
Clark's Harbour	1,059	Shelburne	2,303
Digby	2,558	Springhill	4,896
Dominion	2,856	Stellarton	5,435
Glace Bay	21,466	Stewiacke	1,174
Hantsport	1,395	Sydney Mines	8,501
Kentville	4,974	Trenton	3,154
Liverpool	3,304	Truro	12,788
Lockeport	929	Westville	4,522
Louisbourg	1,410	Windsor	3,646
Lunenburg	3,014	Wolfville	3,235
Mahone Bay	1,228	Yarmouth	7,475
Middleton	1,834		176,061

MUNICIPAL UNITS NOVA SCOTIA - POPULATION FIGURES 1981
(continued)

RURAL MUNICIPALITIES

Annapolis County	19,010
Antigonish County	12,905
Argyle District	8,949
Barrington District	7,680
Cape Breton County	46,392
Chester District	10,242
Clare District	9,598
Colchester County	29,262
Cumberland County	17,382
Digby District	9,533
Guysborough District	7,368
Halifax County	104,478
Hants East District	15,626
Hants West District	12,454
Inverness County	18,487
Kings County	39,831
Lunenburg District	24,593
Pictou County	22,147
Queens County	9,822
Richmond County	12,284
Shelburne District	5,357
St. Mary's District	3,030
Victoria County	8,432
Yarmouth County	9,866
	464,728

ALL TOTALS **847,442**

Nova Scotia
Department of Municipal Affairs
P.O. Box 216, Halifax, Nova Scotia
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MUNICIPAL GOVERNMENT IN NOVA SCOTIA

The term "municipality" in Nova Scotia has two distinct meanings. In one sense it means all local governments, as is usual elsewhere in Canada. In another sense, it means a municipality incorporated pursuant to the Municipal Act and often referred to as a rural municipality.

Every part of Nova Scotia is organized as a city, town, or rural municipality. The Province is geographically divided into 18 counties. Twelve of these counties constitute separate municipalities. The remaining six counties are each divided into two districts, and each of these districts constitute a separate municipality. There are thus 24 rural municipalities constituted under the Municipal Act.

In addition to the rural municipalities there are three cities incorporated under their respective City Charters and 39 towns incorporated pursuant to the Towns Act. While located within the boundaries of a rural municipality, the towns and cities are politically and administratively separate from and independent of the rural municipality, except with respect to joint expenditures.

There are, as well, a number of independent or semi-independent boards and commissions established either by provincial legislation or by municipal

by-law providing various municipal services. Within a rural municipality, these organizations include:

(1) Village Commissioners incorporated under the Village Service Act for the purpose of providing municipal services to more densely populated areas of the rural municipality within their jurisdiction. There are currently 25 incorporated villages in Nova Scotia.

(2) Local service commissions incorporated by special Acts of the Legislature, generally for purposes of providing street lighting, fire protection, electric and water supply. There appears to be authority for 35 commissions; of these, at least some never operated. Few statistics for these commissions are available.

(3) Rural Fire Districts, incorporated under the Rural Fire District Act to provide fire protection within a designated area of a rural municipality. There are currently eight rural fire districts.

Village commissioners, local commissions, rural fire districts and some other special purpose bodies are authorized to levy taxes in addition to those levied by the rural municipality itself. In most cases these taxes are collected by the rural municipality. None of these special purpose bodies may be established in a town or a city.

In a number of cases, commissions and other special purpose bodies have been established in cities, towns and rural municipalities for such purposes as

operating municipal facilities, for example a hospital, parking lot, utility, cemetery or rink; for implementing municipal programs such as parks and recreation; or for operating a joint municipal facility such as a courthouse. Generally, these commissions do not have power to levy a tax, and are financed directly by the municipal unit. It is estimated that there are in excess of 700 such special purpose bodies throughout the province.

Education remains the largest single item of expenditure for most municipalities. As a result of legislation proclaimed in early 1982, all but one of the 85 municipal school boards that previously administered local education were consolidated into 21 district school boards comprised of one-third municipally appointed, one-third provincially appointed and one-third elected representatives. Under the new system, school trustees may be elected from ratepayers and their spouses in a school section to assist the district school board in an advisory capacity. These trustees are now active in a number of cases.

The basic element of municipal finance is the property tax, together with a number of variants such as the occupancy tax. Also important to municipal governments are grants from the provincial and federal governments.

Further details concerning the municipalities and many of the other organizations that provide municipal services, including school boards, are contained in the Department's Annual Report of Municipal Statistics.

THE DEPARTMENT

The Department of Municipal Affairs was established under the authority of the Municipal Affairs (Supervision) Act of 1935, proclaimed in force on September 1, 1936, to provide for the supervision of municipal accounts and records and to regulate municipal borrowing.

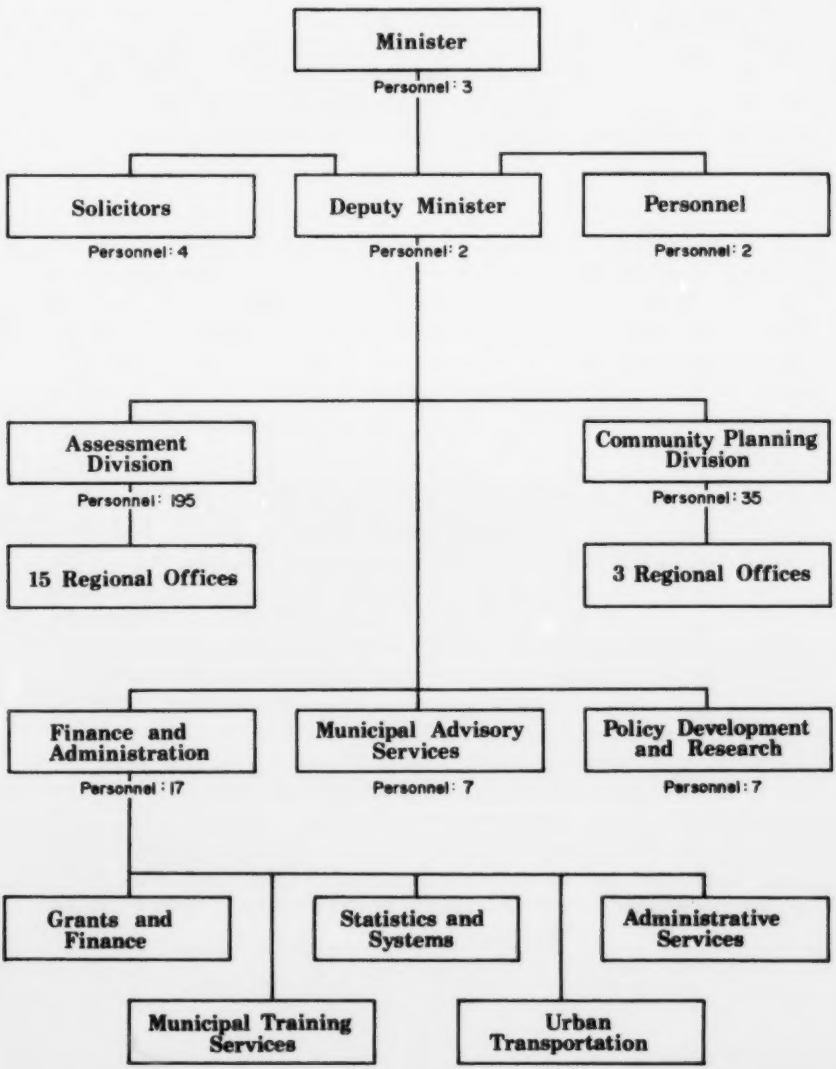
The Act was intended to relieve the Legislature, which each year had been deluged with borrowing bills without sufficient time or the necessary machinery to make full inquiries. It was also intended to assure the investing public, asked to purchase municipal debentures, that a proper investigation of the merits of the borrowing had been made. This, in turn, was expected to reflect itself in a higher demand for such debentures.

From its initial role as a watch dog over municipal finance, particularly municipal capital borrowing, the Department's role has greatly expanded. The Department of Municipal Affairs is now responsible for providing advice, guidance and assistance to municipal governments in Nova Scotia; for administering many of the provincial government's programs relating to municipalities; and for exercising general supervision of municipal affairs in the Province. As part of its assistance to municipalities the Department helps municipal units in such diverse areas as preparation and review of by-laws before they are submitted for the Minister's approval, preparation and issuance of debentures, preparation of all borrowing resolutions for capital projects, development

ORGANIZATION CHART

Department of Municipal Affairs

March 31, 1985



of programs as they relate to municipalities and liaison with the federal government in areas that involve municipal activities. The Department also has the responsibility for producing annual assessment rolls which form the basis for municipal taxation.

In addition to this assistance the Department is actively involved in assisting and providing educational courses for municipal officials. In co-operation with the Dalhousie Institute of Public Affairs the Department sponsors a correspondence course in municipal administration. Departmental staff provide training programs for building inspectors and development officers.

A brief history of the Department is outlined below with a summary of the Department's divisions and their responsibilities and activities in the following sections.

While an Assessment Division was not established until 1956, the Department's involvement in assessment dates back a number of years before that. In 1952 the Department established the first school for assessors which has since been continued annually. A correspondence course for assessors, offered by the Dalhousie Institute of Public Affairs, was instituted in 1961. These training programs have greatly increased the competence and professionalism of assessors.

The Assessment Act was thoroughly revised in 1966 creating several assessment regions. By 1969 there were 16 assessment areas--13 officially designated

regions and three single large municipalities. On January 1, 1976, the Province assumed complete responsibility for the assessment function. As a result, 1978 was the first year that almost all property in the Province was assessed uniformly. The Division continues to supply each municipal unit with a complete and accurate yearly assessment roll. 1983 marked the second cycle of province-wide reassessment.

In 1943, the Department first acquired planning responsibilities when the Town Planning Act of 1939 was proclaimed. This Act gave to the Minister of Municipal Affairs the powers formerly exercised by the Minister of Public Works and Mines regarding approval of official town plans, planning by-laws, and for passing regulations respecting planning. The Minister had the authority to order a municipality to plan, to zone and to map; he/she could enforce a plan or a zoning by-law; and could, in the last extremity, take over the planning functions of a municipal unit. In practice, these coercive powers were not exercised because the Department considered planning could be better encouraged by providing advice and technical assistance. In 1957 the Department established the Community Planning Division as a source of consultation and advice for municipal units regarding planning matters. By 1968 it was evident that the Town Planning Act needed substantial revisions. A major review of the Act led to a new Planning Act in 1969, which was proclaimed in 1970.

During 1979 the Planning Act Review Committee was established to examine the Planning Act. Following the release of the Committee's report a new Planning Act was introduced in, and subsequently passed by, the House in the Spring of 1983.

The first grants to municipalities of a general nature were the distribution of one-third of the payments in lieu of taxes made by the Canadian National Railways. The next substantial increase occurred in 1942, when the Province paid municipalities a per capita grant to compensate them for the loss of revenue resulting from the Province's surrendering its right and that of municipalities to levy income tax as a result of the federal-provincial tax rental agreement.

Between 1942 and 1967 the Province substantially increased its assistance to municipalities through a variety of programs. With the introduction of the Municipal Services Program in 1967 financial assistance to municipalities was greatly increased. This conditional program provided financial assistance for basic local services such as fire and police protection, garbage and refuse disposal, street lighting and the capital costs of roads, streets, water and sewage systems. In the same year the Grants and Finance Division was established to administer the program.

The Municipal Grants Act was passed in 1979 providing the statutory framework for a major change in grants to municipalities from the Department of Municipal Affairs. Effective January 1980 a new system of unconditional and indexed grants consisting of a basic operating grant, a revenue guarantee, grants in lieu of taxes and a capital grant replaced the existing conditional grant program.

Also in 1980 the Grants and Finance, Administrative Services and Municipal Training Services were placed under the new Finance and Administration Division.

A Research Division was established in 1974 to provide information to the Deputy Minister and the other divisions.

In an effort to provide a complete range of technical and administrative advice to municipalities, the Department established the Municipal Advisory Services Division in 1976.

ASSESSMENT

The Provincial Director of Assessment, who heads the Assessment Division of the Department of Municipal Affairs, is responsible for the administration of the Assessment Act in the Province of Nova Scotia. The Assessment Division, with a total staff of over 200, is one of the five divisions in the Department and is comprised of 15 regional offices geographically located throughout the Province and a head office located in Halifax.

The regional office staff generally consists of assessors, assessment clerks and mapping technicians under the control of a regional director. Head office has three assistant provincial directors, each having five regions under his/her supervision. As well, head office has two staff members who act as resource persons and are responsible for specific aspects of the assessment function; Co-ordinator of Assessment Manuals and Special Properties and Co-ordinator of Data Control. The Division has the services of a solicitor located in head office who handles all matters of law for the Division.

The Province, through the Assessment Division, is responsible for property assessment in Nova Scotia. Under Section 38 of the Assessment Act, the following mandate is given:

> "All property shall be assessed at market value....in forming his opinion the assessor shall have regard to the assessment of other properties in the town or municipality so as to ensure that taxation shall fall in a uniform manner upon all property in the town or municipality."

Once the property has been assigned an assessed value, this amount is recorded, along with the values of all other properties in the city, town, or rural municipality, on a list that is known as the Assessment Roll. The roll contains the names, addresses and assessment values of all assessable properties in the municipal unit.

Under Section 64 of the Assessment Act, the Assessment Division is required to provide each municipal unit with a complete roll on or before December 31 of each year.

At the end of 1984 computerized assessment rolls and assessment notices were produced for the approximately 438,900 property accounts found within 66 municipal units of Nova Scotia.

The assessment roll forms the basis for municipal property taxation which is the main source of revenue for the municipal units. Although property assessment is the responsibility of the provincial government the actual property taxation function is solely the responsibility of each respective municipality. Once the municipal budget is determined, the municipal unit will set the tax rate based on the assessed value of property in that unit, and consequently bill the ratepayers.

The assessment roll is also used in administrating the extensive grant system under the Municipal Grants Act by the Finance and Administration Division of the Department of Municipal Affairs.

As previously mentioned, the assessed value of all property is based on its actual market value. Since it would be physically impossible for each assessor to personally inspect every property in his/her jurisdiction on a yearly basis, the assessor must, during the intervening years, continue to ensure that all properties are assessed uniformly.

Reassessment is conducted every three years and involves bringing the assessment of all properties to market values as of a new base date. The Division completed a province-wide reassessment for the 1984 taxation year. The base date for this reassessment is January, 1983 and will be used for the 1984, 1985 and 1986 taxation years with updated data reflecting additions and alterations that have occurred.

The Department has established an inexpensive and accessible system for ratepayers to challenge (appeal) their property assessment at the Regional Assessment Appeal Court. The Minister of Municipal Affairs appoints a Chairman and Vice-Chairman in each assessment region who act as impartial chairpersons during the relatively informal Regional Assessment Appeal Court proceedings and who are responsible for rendering a decision on each case. A ratepayer, if dissatisfied by a decision of the Appeal Court, may then appeal to the Municipal Board and subsequently to the Supreme Court of Nova Scotia.

The Regional Assessment Appeal Court Recorder is located in each of the regional offices with the exception of the Recorder for the Shelburne-Queens Assessment Region, who is located in the Liverpool Office. This person has acquired the responsibility for many of the duties in the appeal process formerly performed by the Municipal Clerk. The Recorder is detached from the assessment function and is ultimately responsible for ensuring that all appeals launched by the ratepayers are processed according to the Assessment Act.

To ensure and maintain the integrity of the assessment data, the Department, in consultation with a private auditing firm, has developed a comprehensive audit program designed to test the adequacy of internal controls over the property assessment system. The ultimate aim of Municipal Affairs is to create an assessment system with internal controls which can be relied upon by external auditors in their examination of the accuracy and completeness of the assessment data in the computer system. This analysis extends to the annual assessment roll which forms the basis of property taxation conducted by the municipal units.

The thrust of this audit program is toward the achievement of consistency in the 15 regional offices with regard to current assessment practices and the overall strengthening of internal controls.

The Institute conducted an in-depth training analysis survey of all assessors at the 1982 Assessor's School with a view to implementing a continuing educational program for all assessors.

The Institute of Public Affairs of Dalhousie University yearly administers the Three-Year Correspondence Course in Property Assessment and the One-Year Advanced Course on Urban Land Economics. All assessors are required to successfully complete the Three-Year program as a condition of their employment with the Province.

The thirty-third Annual Assessors' School was held in April, 1985. The primary purpose of the Annual School is to improve the quality of practising assessors and management personnel. The 1985 School consisted of a series of seminars covering a variety of subject areas, including recent court cases, court preparation, the assessment audit and techniques for use of the Residential Manual and property inspection. A series of seminars was also held for the mapping technicians covering materials on L.R.I.S. property system, procedural manual and performance appraisals.

A Clerical Seminar for assessment clerks was held in December, 1984. Included in the material presented was a review of assessment audit procedures, a computer presentation, Recorder's Manual Review, personnel matters and training needs.

In 1983 the Assessment Division established two awards to be presented annually to the top assessment region of the year and to the assessor of the year. In 1985 at the Annual Assessment School, the Dr. Hugh S. MacGlashen Award for the top region of the year was presented to the Yarmouth-Clare Assessment Region, and the Kevin J. MacDonald Award for Assessor of the Year was presented to Lorne Croucher from the Halifax County Assessment Region.

1985 ASSESSMENT ROLL DATA

Classification	Number Of Occurrences	Assessment Dollars
Residential	308,740	$11,270,887,814
Commercial	27,091	7,540,429,169
Commercial Equipment	1,130	784,845,207
Resource	83,693	670,877,527
Business Occupancy	22,109	1,381,916,515
Farm	23,592	241,424,415
Forest	53,618	849,908,727
Non-Profit	125	8,800,925

Taxable Assessment	$16,219,294,946
Exempt Assessment	$ 6,529,795,353
Total	$22,749,090,299

No. of Dwelling Units	328,185
No. of Accounts	438,886

NOVA SCOTIA ASSESSMENT REGIONS

Nova Scotia
Department of Municipal Affairs
P.O. Box [illegible], Halifax, Nova Scotia
B3J 2M4 Phone 424-5141

COMMUNITY PLANNING

The Community Planning Division is responsible for the administration of the Planning Act and the provision of information and assistance in the land use and community planning field to municipalities and government departments.

One of the most significant projects of 1984-1985 was the prescription of provincial subdivision regulations on August 6, 1984. These have the aim of creating a system of land division within the province that is more orderly, legally sound, and protective of the consumer. The regulations prescribed are in effect in 23 towns and 15 rural municipalities that did not already have a municipal subdivision by-law approved under the former Planning Act.

To administer the regulations, subdivision offices were opened in Yarmouth and Port Hawkesbury to add to the existing office in Truro. Ten provincial development officers have been appointed to administer the provincial regulations; two of them work in the Port Hawkesbury office and two in the Yarmouth office. Four development officers work as agents of the Province administering the provincial regulations through District Planning Commissions, and two existing employees of the Department of Municipal Affairs were appointed provincial development officers.

Through liaison with local planners, the Division provides advice on plan initiation and development, and on general planning matters. In municipalities that do not have specialized planning capabilities

the Division has initiated planning processes by increasing community awareness about planning, and assisting in the resolution of specific planning-related problems. In certain circumstances, with the approval of the municipal council, the Division plays a more direct part in the preparation of the planning strategy and land use by-law.

The Division also provides information and professional and technical support to other divisions and departments on land use policy, programs and projects. An extensive map library enables the provision of base maps and information on existing land use, central sewer and water systems, and other land information to governments and the general public.

In a joint effort with the departments of Development and Transportation, staff of the Division participated in the preparation of a comprehensive short-range transportation plan for the Halifax-Dartmouth metropolitan area. Recommendations contained in this report, including ferry service to Woodside, computerized traffic control, and the widening of Barrington Street, are being implemented.

Due to the preparation of municipal planning strategies and land use by-laws for most of the urbanizing areas surrounding the Halifax-Dartmouth metropolitan area, the Minister exempted residential development from the requirements of regional development permits under the Halifax-Dartmouth Regional Development Plan.

During 1984-85, five municipal planning strategies and land use by-laws, and numerous planning strategy amendments, were considered and approved by the Minister of Municipal Affairs. The five sets of documents covered the Village of Baddeck, the Municipality of the District of Yarmouth, District 10 in the Municipality of the County of Cape Breton, and the towns of Dominion and Mahone Bay.

Apart from these planning strategies and by-laws that were finalized and approved by the Minister of Municipal Affairs, approximately 14 other municipal units were actively involved in the preparation of new plans and by-laws and the review of plans and by-laws adopted in previous years. The 1985-86 year promises to bring more documents for ministerial approval than did the past year.

The Department provides cost-sharing and staff assistance for municipal planning services to many municipal units in the Province. Direct financial support to individual municipal units mounted to approximately $552,500, and the Department's support to District Planning Commissions was approximately $698,300.

Staff have been working with other departments through the Provincial Land Use Committee. Current and recent projects on this committee include studies of rural residential land subdivision procedures, downtown development, agricultural land use, wildlife habitats, land use information systems, mapping co-ordination, offshore oil and gas, and water issues.

The Division has key responsibilities for the administration of the Canada-Nova Scotia Flood Damage Reduction Program, with members serving on the Steering and Technical committees. Under the program, mapped flood risk areas were designated for rivers in and around the Town of Antigonish.

Division staff continue to participate in the activities of the Well Drilling Advisory Board, the investigation of arsenic and uranium in well water, and the Halifax Urban Watershed program. Stage one of a comprehensive water supply study for Truro was completed and stages two and three were begun, while a similar investigation was carried out for the Middleton area.

Engineering assistance and advice concerning water and sewer servicing needs were provided to several municipal units. Staff of the Division provided engineering input to the evalution of municipal applications for financial assistance under the Provincial Capital Assistance Program.

Along with other departments, the Division has continued to be involved in planning processes related to onshore activities and impacts associated with the exploration and potential development of offshore gas. Involvement consists of providing land-related information to interested parties, identifying land use and community-related opportunities and constraints in the development of these projects, participating in related interdepartmental and intergovernmental committees, participating in the review of Canada Benefits Plans, and encouraging early consultation with municipalities.

The survey of agricultural land use and rural settlement patterns continued during the summer of 1984. The main area of investigation during this period was the western portion of the Province including Digby County and parts of Annapolis and Queens counties. This land use survey and mapping program has as its main goal the provision of a reliable and accurate land use information base for the Province. Approximately 95 percent of the Province has been surveyed and some 3,000 overlay maps of both agricultural land use and rural settlement patterns have been completed. Survey maps have been utilized by rural municipalities, consultants, utilities, institutions and other users. Land use data for those portions of the province covered in the two land use surveys were fed into a computer to add to the Nova Scotia Land Use Information System.

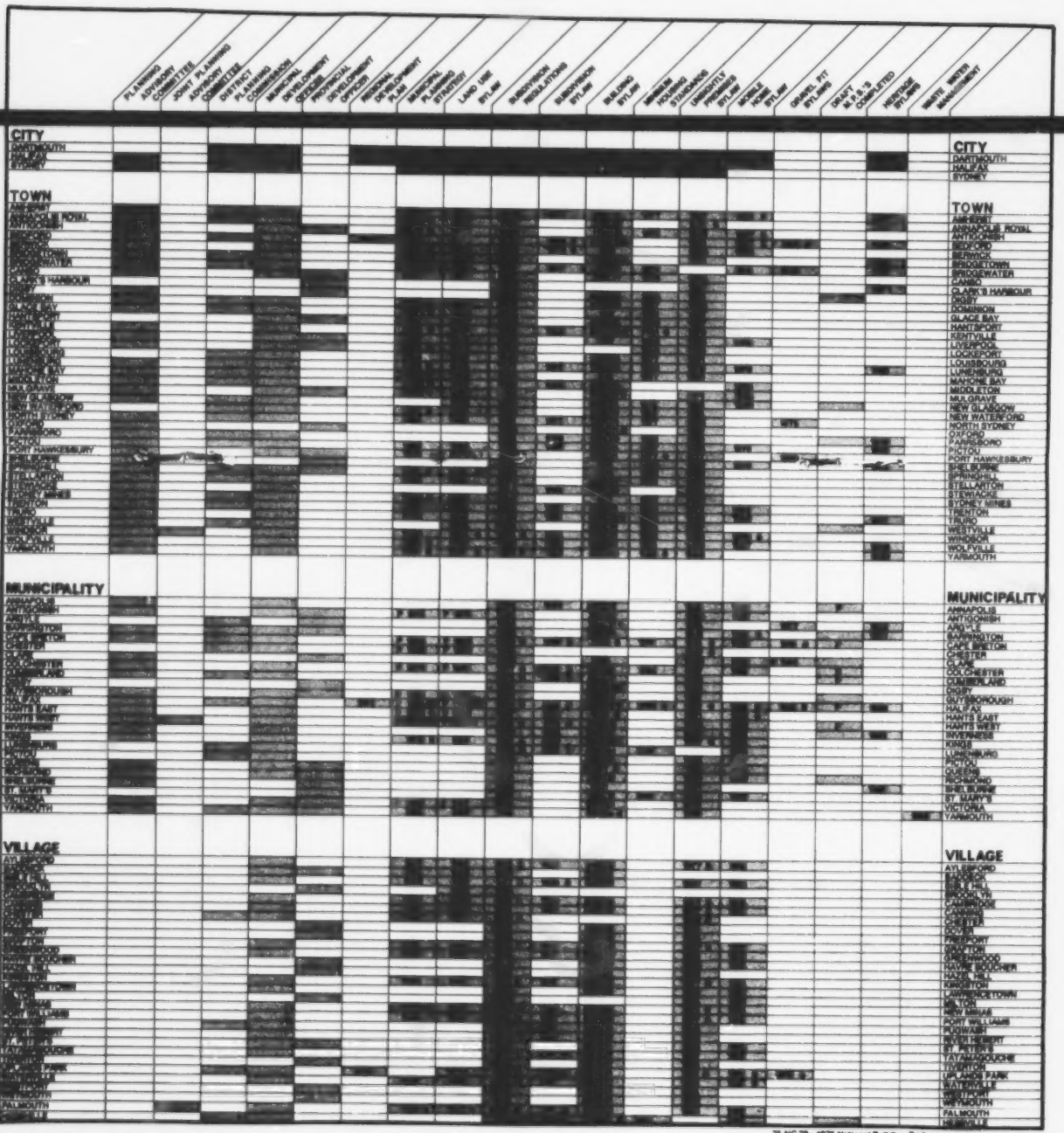
Rudimentary digital mapping equipment was acquired during the year. Plotting facilities at Dalhousie University together with considerable programming made possible the completion of several demonstration projects whereby a database was linked with mapping, including a property map - assessment roll combination. The publication of the Annapolis Valley Shoppers' Survey results marked the completion of a previous year's survey and analysis.

In the winter of 1985, the Division held the eighth annual Nova Scotia Planning Seminar entitled "Municipal Planning Strategies: More than Land Use Control!" The theme of the seminar was the integration of traditional land use planning with other elements of the community development process. In addition, a training seminar entitled "Statistics for

Planning Technicians" was offered by staff of the Division for the Atlantic Association of Planning Technicians, and a course on "Property Law" was organized for staff of the Planning and Assessment divisions.

NOVA SCOTIA

COMMUNITY PLANNING



Note: This chart is for information purposes only and is up to date as of Aug. 85. For accurate information the records of the appropriate municipality should be consulted.

Note: The date shown on this chart is the date of the original document. An R indicates amendment. Amendments to a zoning bylaw are not shown on this chart except where the amendment reflects a substantial addition to the zoning bylaw which requires the approval of the Minister of Municipal Affairs.

75 NC 79 - 1975 National Building Code adopted 1976
P - Part of Municipality
I - Inactive

AUGUST 85

DEPUTY MINISTER'S OFFICE

Legal Services

The Department's solicitors provide legal counsel to the Department on matters within the scope of the legislation that it administers. In addition, they review all by-laws passed by municipal councils before they are submitted for the Minister's approval.

All borrowing resolutions for capital purposes are prepared by the Department for the local councils. Once passed by the council, they are returned for the Minister's approval. A number of other resolutions that require the Department's approval are reviewed by the solicitors before being submitted to the Minister. A number of model by-laws are available to municipalities to use as a guide.

The solicitors occasionally provide information and advice to municipal solicitors, when requested, although the municipalities are urged to rely on their own solicitors for legal advice.

Personnel

The Personnel Section advises and assists the Deputy Minister and Divisional Managers in the selection, development, and effective utilization of available human resources for the Department; administers all employment-related legislation and contractual agreements; and provides payroll and personnel benefit services.

FINANCE AND ADMINISTRATION

The main objective of the Finance and Administration Division is to ensure that sound financial management is practised in the administration of the Department's budget as it relates to its internal operation as well as to the several municipal grant programs administered by the Division. These objectives are met through the assignment of specific responsibilities to each of the five sections comprising the Division: administrative services, statistics and systems, grants and finance, municipal training, and urban transportation.

The Division participates in the activities of:

1. Joint Department of Municipal Affairs - Union of Nova Scotia Municipalities Task Force

2. Joint Department of Municipal Affairs - Association of Municipal Administrators Committee on Accounting and Financial Reporting Practices and Procedures

3. Intergovernmental Conferences on Local Government Information Development

4. Nova Scotia Municipal Finance Corporation

5. Regional Assessment Appeal Court Committee

6. Canadian Urban Transit Association

7. National Government Funding Agencies Committee for Urban Transit.

Administrative Services

This section of the Division is responsible for the internal financial management of the Department. It provides the direction for the preparation of the Department's annual estimates by helping the other divisions to establish realistic financial compilations. Proper accounting and auditing procedures are essential so that accurate control and recording of all expenditures, revenues and recoveries can be ensured.

The administrative unit also directs the acquisition of all equipment, furniture and supplies for the main office and regional assessment offices. In addition, it provides the type of office accommodation necessary to ensure that working conditions and the job-related environment are conducive to greater staff satisfaction and productivity.

Besides administering the policies and directives of government, Administrative Services also co-ordinates the provision of many centralized services such as word processing.

Statistics and Systems

The Statistics and Systems section is responsible for the development and co-ordination of accounting, auditing, and reporting systems for municipalities based on standards of consistency and uniformity. Staff annually collect and compile financial and other statistical information from the reports submitted by local governments; this informa-

be used in estimating and verifying grant entitlements, analyzing the financial condition of municipalities, researching new proposals for provincial-municipal grant programs, and annual publication of the booklet, **Municipal Statistics.**

In addition, the section annually provides municipal financial information to Statistics Canada for both their Economic Analysis and Financial Management Series and to the Department of Finance for inclusion in the calculation of the equalization payments from Ottawa.

The Statistics and Systems section periodically reviews and updates the Municipal Accounting and Reporting Manual and is also engaged in interpreting and explaining the manual for municipal auditors and clerk-treasurers. Annually, the section reviews the applications of those individuals and firms wishing to be registered as municipal auditors, and recommends those qualified to the Minister.

The section also develops the standard expenditure per dwelling unit for each of the five classes of municipal units used in calculating the annual operating and capital grants payable under the Municipal Grants Act.

Grants and Finance

This section is responsible for the effective implementation, administration, and evaluation of the various grant programs available to municipalities through the Finance and Administration Division. During 1984-85, a total of $82 million in grants and assistance was distributed through this section of

the Division. As noted in the accompanying chart, the majority of these grants, ($68.6 million), were paid pursuant to the Municipal Grants Act.

Throughout the year staff have been involved in the preparation of financial impact reports and analyses on various matters of concern to the Department and to municipal government.

DOLLAR DISTRIBUTION OF GRANTS BY PROGRAM (in millions)

Municipal Training

The Municipal Training Section provides a number of training programs for a variety of municipal employees on a regular schedule.

Building code courses for building inspectors attract participants from Atlantic Canada and beyond, and serve a variety of agencies. In addition, certification programs for both Atlantic Canada building inspectors and development officers are managed by the training section.

Current information on building codes, standards, construction methods and test data on new building products are maintained in this section, and matters related to building codes are dealt with by them. Staff represent the Department on a number of advisory councils. Secretariat services are provided to the Atlantic Building Officials Councils.

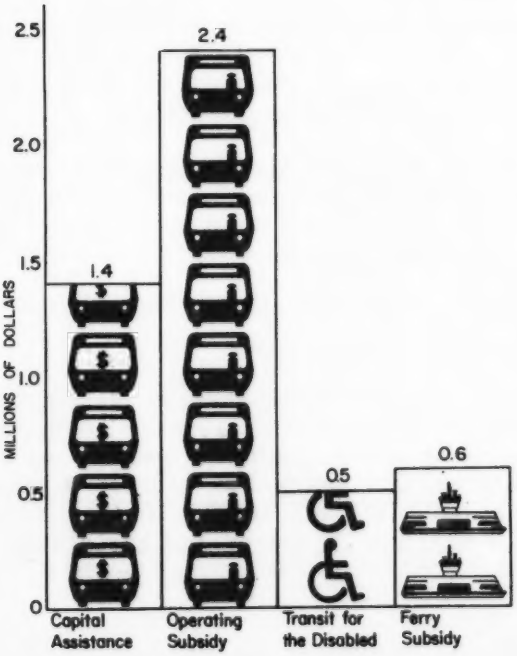
Consultation on program design and learning activities for seminars and conferences is provided to diverse municipal groups and liaison is maintained through educational advisory groups.

Urban Transportation

Through the Urban Transportation section the Department provides financial assistance to Regional Transit Authorities to help public transit make an effective contribution towards the social, economic, and mobility needs of all citizens. During 1984-85, a total of $4.9 million in grants and assistance was

paid for urban transportation throughout the Province. The accompanying chart provides a breakdown of the amounts paid under the various components of the program.

During the past year, work continued with local transit management on improving productivity. Ongoing fleet replacement programs continued as did the expansion of transit facilities for the disabled. The Department chairs a national committee on funding by governmental agencies.



URBAN TRANSIT SUPPORT PROGRAMS

MUNICIPAL ADVISORY SERVICES

The Municipal Advisory Services Division provides advice, assistance and direction to the 66 municipal units in Nova Scotia, primarily in the broad areas of finance and administration.

The Division's activities encompass all aspects of municipal operations including boards, commissions and agencies. The Division is involved, on an ongoing basis, with the review of operating and capital budgets, and with advising municipal units on matters pertaining to administration, financial management, auditing, accounting, reporting and capital financing.

Specific functions of the Division include:

Budgeting

Each year municipal units in the Province must set tax rates that will generate sufficient revenue to finance estimated operating expenditures. The Division assists municipal units by reviewing annual estimates with municipal staff and councils. Inflationary pressures, capital projects, new service offerings, rates of growth, and the size of the assessment base all have an impact on municipal budgets. Some of the budgetary reviews involve advice and recommendations to staffs and councils that pro-

mote a process of continuous discussion and feedback. In other cases, when a specific request for emergency funding is made, the budget review may include recommendations to the Minister with regard to additional financial assistance.

The Division also advises on all financial matters relating to municipal government operations including its boards, commissions and agencies.

In addition to preparing operating estimates, councils must approve a three-year capital budget which identifies expenditures for capital purposes. Sewer and water systems, paving, and buildings are examples of capital expenditures.

Staff of the Division continue to assist in the preparation of municipal capital budgets, and to provide advice pertaining to the legislative restrictions regarding the disposition of provincial capital grants in Nova Scotia.

Capital Financing

Liaison with municipal units from the time a capital project is initiated through to project completion is an on-going activity of Municipal Advisory Services.

Capital projects result in additional costs which affect municipal operating estimates and generate subsequent increases in tax rates or user charges. The Division is often called upon to evaluate the capital financing alternatives available to the municipalities. Generally, this involves the identification of capital expenditures to be initiated, the determination of sources of funds available, the

potential phasing in of capital expenditures over a number of years and proposed funding of any municipal borrowing requirements. Financial implications and the impact on the tax rate are projected through the municipal operating estimates and an assessment is made of a municipality's ability to borrow.

The Division prepares temporary capital borrowing resolutions which the municipal units use to obtain Ministerial approval. These resolutions provide the authority to borrow from a trust company or bank for a proposed municipal project. After completion, long-term financing is by the issuance of debentures from the municipal unit to the Municipal Finance Corporation for which the Division prepares the necessary documentation. The Corporation then borrows the money, with the guarantee of the Province, and subsequently relends the funds to the municipal units which were identified as having debenture requirements.

Where provincial capital assistance is provided in the form of progress payments, staff of the Division monitor the progress of the project and analyze financial claims.

Cash Management

The utilization of proper cash management procedures, which are designed to maximize investment of idle cash and to reduce borrowing requirements, is another financial management function of the Division.

Special Reports

Frequently the Division is responsible for preparing a special report on a municipal unit that deals with some or all aspects of its financial and administrative status. During the year division staff performed administrative and financial reviews on towns that received financial assistance from the Department during the year.

Training

Staff of the Division assist with the training of municipal staff and officials on an on-going basis. In 1984-85 they co-ordinated and participated with municipal staff in training and information sessions offered to village clerk-treasurers on a regional base.

Management Information Systems

The function of monitoring and controlling expenditures for both operating and capital budgets is an area where advice and assistance is provided by the Division's staff. It is necessary that municipal councils have available to them timely, accurate and complete financial reports on which to base their decisions. Advice pertaining to internal reporting is an on-going activity.

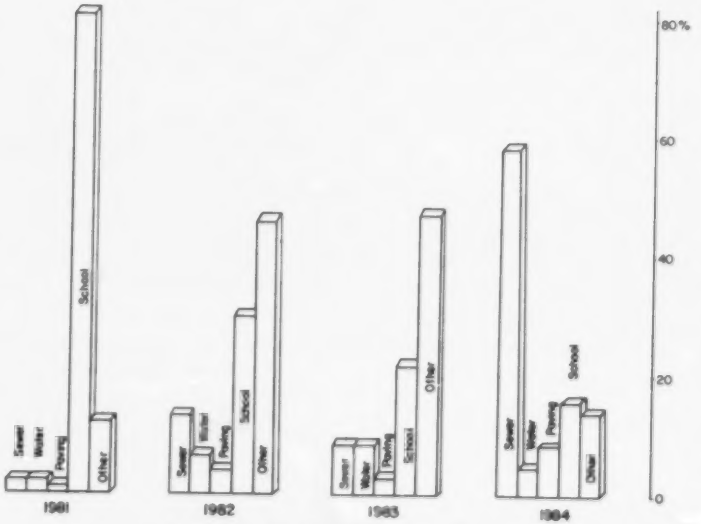
Statistics

Staff prepare financial and other statistics for the use of the Division in its day-to-day operation, as well as maintain records and prepare reports on municipal capital borrowings and debenture issues.

Municipal Accounting and Reporting

Generally accepted municipal accounting principles and practices as well as a classification system for municipal reporting were prescribed in a Municipal Accounting and Reporting Manual which became effective January 1, 1983. Those preparing and auditing municipal financial statements are obliged to conform to the procedures outlined in this manual. Advisory Services assumes general responsibility for the Department's implementation of and municipal adherence to this manual.

The Division has a representative on a joint accounting committee which draws its members from the Association of Municipal Administrators and the Department. Municipal accounting and reporting issues form the basis of the committee's work.



DISTRIBUTION OF FUNDED MUNICIPAL DEBT BY FUNCTION

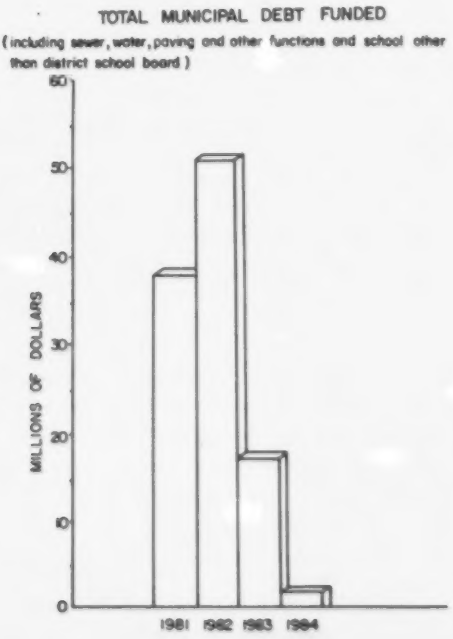
(Does Not Include District School Board)

Other Representation

In addition to the above, a representative of the Division also sits on the Joint UNSM/DMA Task Force on Municipal Reform. Division staff assist with the training of municipal staff and officials on an ongoing basis. The Division is also represented on the Joint Committee of the Certificate Course in Municipal Administration.

Administration

Under this broad area, the Division's activities are related to such areas as administration reviews, organization structures, accounting systems and purchasing. Generally, this area of involvement relates to the day-to-day operations of the municipal unit.



POLICY DEVELOPMENT AND RESEARCH

Policy Development and Research was established in response to a growing need within the Department for an increased capacity to develop, through research and consultation with affected parties, policies and programs aimed at resolving the various problems arising from changing needs in municipal government.

The Division is responsible for the formulation of policy and operational alternatives for consideration by the Department, the government, and (where appropriate), the municipalities, and for making recommendations thereon. It is also responsible for research to be used as the basis for policy decisions. It monitors current and proposed policies and programs at all government levels that affect municipal government in Nova Scotia and brings to the attention of the Department and the Minister actual or potential problem areas. The Division is also required to formulate and advance a range of alternative solutions or policies with respect to identified problems together with the recommendations thereon for implementation by the Department or Government.

The Joint Union of Nova Scotia Municipalities - Department of Municipal Affairs Task Force on Municipal Reform consisting of the Executive Director, financial consultant and solicitor from the Union of Nova Scotia Municipalities and senior staff from the Department, spent a busy and informative year investigating and discussing various areas of common interest to provincial and municipal levels of gov-

ernment. The Division continues to spend a considerable amount of effort in preparing working documents for the Task Force. The Task Force meets every second week to examine present and projected areas of mutual concern; the emphasis is on providing an effective vehicle for the ongoing development of policies and programs that will ensure a continuing and responsible system of municipal government in Nova Scotia.

An important part of the Division's work has been the preparation of office consolidations of the major statutes affecting municipal government: the Assessment Act, the Municipal Act, the Municipal Affairs Act, the Municipal Elections Act, the Towns Act, and the Village Service Act. The Division regularly updates each of these office consolidations to reflect recent amendments.

The Department's Information Officer is attached to the Policy Development & Research Division. The Information Officer's role is to provide information to the public and other government departments and agencies about the activities and programs of the Department.

During the year, division staff were involved with the Planning and Program Committees of the Senior Citizens Conference held in Antigonish in June.

Also, division staff participated on a Steering Committee on Municipal By-laws, convened in September. The committee is in the process of reviewing all by-laws contained in provincial legislation, for possible reform.

Division staff also participated on the Post-Municipal Election Orientation Committee, organized to provide direction for municipal clerks and administrators when conducting information sessions for newly-elected councillors.

The Division continued as the Department's representative on the Intergovernmental Committee on Urban and Regional Research. In addition, the Division served as the liaison between Statistics Canada and the Province respecting municipal boundaries.

Other Division endeavors included preparation of both the Department's Annual Report and "Financial Assistance Programs for Nova Scotia Municipalities". This latter compendium, which is updated annually, has proved to be of considerable assistance to the municipalities.

Over the past year the Division continued to monitor legislative and research activities of other municipal and provincial governments across Canada. It also provided assistance to students and members of the general public who had specific requests for information regarding municipal affairs and provincial-municipal relations in Nova Scotia and Canada. The departmental library, which comes under the Division's auspices, continues to assist those seeking information on municipal government.

FACT FINDING COMMITTEE

The establishment of the Provincial-Municipal Fact Finding Committee was announced during the opening of the 53rd Session of the House of Assembly. Its first meeting was held August 27, 1984.

Chaired by Premier John M. Buchanan, the Committee is comprised of four members of the Executive Council including the Minister of Municipal Affairs and the five Executive Officers of the Union of Nova Scotia Municipalities. Two independent advisors have been appointed to provide advice and assistance to the provincial and municipal representatives respectively. The Department of Municipal Affairs' Director of Policy Development and Research acts as the Committee's Executive Secretary.

Terms of Reference

The Committee's first order of business was to formally adopt Terms of Reference. They are as follows:

In carrying out its responsibilities, the Fact Finding Committee is mandated to examine and report upon:

The current division of responsibility between the province and the municipalities for service delivery and finance in terms of:

- which level of government sets such service related standards as may be applicable and the basis for such standards

- which level of government is responsible for the administration and delivery of the services

- who benefits from the services;
- the cost of providing the service; and
- the manner in which the service is currently funded

with respect to:

(i) police;

(ii) transportation including street maintenance, street lighting, sidewalks and transit;

(iii) water and sewer service and waste disposal;

(iv) recreation and cultural services;

(v) education;

(vi) social services;

(vii) justice including correctional institutions and county jails;

(viii) industrial development;

(ix) fire; and

(x) such other services as housing, health and emergency measures as the Committee may decide.

- Provincial-municipal fiscal relations and the ability of the province and the municipalities to meet expenditure related to the delivery of the services outlined above.

- Organization of service delivery systems in Nova Scotia, including the role of boards and commissions in the delivery and finance of services, and increased opportunities for provincial-municipal and inter-municipal co-operative approaches.

It is also the responsibility of the Committee to identify and report upon any findings or circumstances revealed in the course of its deliberations which, in the opinion of the Committee, suggests a change to the existing structure or organization of municipal government and boundary-related procedures.

The Provincial-Municipal Fact Finding Committee has added a further dimension to the consultative relationship that has evolved over the years between the Department of Municipal Affairs and municipal government in Nova Scotia.

LEGISLATION

Legislation Administered by the Department of Municipal Affairs

Assessment Act (c.14) and Regulations
Bonus Act (c.26)
Building Access Act (1976, c.7)
*Building Code Act (1977, c.5)
Ditches and Water Courses Act (c.78)
Fences and Impounding of Animals Act (c.104)
*Industrial Commissions Act (c.137)
Louisbourg District Planning & Development Act (1963, c.6)
Municipal Act (c.192), Office Consolidation
Municipal Affairs Act (1982, c.9)
Municipal Board Act (1981, c.9)
Municipal Boundaries and Representation Act (c.195)
Municipal Elections Act (1978-79, c.4), Office Consolidation
Municipal Finance Corporation Act (1978-79, c.5)
Municipal Grants Act (1980, c.10)
*Municipal Housing Corporations Act (c.200)
Municipal Land Transfer Tax Act (1968, c.10)
*Municipal Loan and Building Fund Act (c.201)
*Municipal Taxation Time Extension Act (1970, c.9)
Peggy's Cove Commission Act (1962, c.10)
Planning Act (1969, c.16) and Regulations
Regional Transit Authority Act (1978-79, c.7)
*Rural Fire District Act (c.272)
Sheep Protection and Dog Regulation Act (c.281)
Stray Animals Act (c.294)
Towns Act (c.309), Office Consolidation
Village Service Act (c.329)

Copies of most of these Acts are available from:

Nova Scotia Government Bookstore
P.O. Box 637
1597 Hollis Street
Halifax, N.S.
B3J 2T3

(902) 424-7580

Copies marked * are not available at the Bookstore but can be obtained through the Department and the Legislative Library.

Changes in Legislation
Spring Session 1984

New Statutes

1984, c.10 — The Rio Algom Limited Municipal Taxation Act outlines the amount of tax the company will pay to the Province in lieu of municipal taxes each year until the year 2000. The Cabinet will authorize the Minister of Finance to distribute the payments received each year to such municipalities and in such shares as the Cabinet shall determine.

Amendments

1984, c.39 — Amendments to the Towns Act authorize a council to add an area to an existing business improvement district. Provisions respecting budgets and rates levied with regard to business improvement districts were also amended.

1984, c.29 — Amendments to the Municipal Act with respect to business improvement districts reflected the changes to the Towns Act.

Changes in Legislation, Spring Session, 1984 (continued)

Amendments

1984, c.59

The Regional Transit Authority Act was amended to clarify that a council must notify a regional transit authority of the extent to which estimates of the authority have been approved by the council no later than December 31 of the year immediately preceding the year for which the estimates have been prepared.

The Act was also amended to exclude a regional public transportation service operated and maintained by a regional transit authority from the provisions of the Public Utilities Act. A provision was added, however, whereby a complaint may be considered by the Public Utilities Board where a complainant is not satisfied with the way an authority has dealt with a complaint. Passenger vehicles of an authority incorporated pursuant to the Regional Transit Authority Act will be subject to safety inspections conducted by the Board's inspectors.

Changes in Legislation, Spring Session, 1984 (continued)

Amendments

1984, c.62 — The Municipal Grants Act was amended to include a definition of "Provincial occupied federal property", and to provide for a grant in lieu of property taxes in respect of such property.

1984, c.66 — The Municipal Affairs Act was amended to authorize rural municipalities to borrow on behalf of service commissions in the same manner as they may now borrow for villages. Provisions that were formerly in the Towns Act and the Municipal Act respecting special reserve funds were added to the Municipal Affairs Act and the provisions were made applicable to cities as well.

1984, c.15 — The Assessment Act was amended to ensure that "assessable property" included buildings and structures that are only partially constructed. The change in use tax was removed where farm property is converted to forest property.

PRINTED MATERIAL

Title: *Department of Municipal Affairs Annual Report - N/C

Contents: A general overview of the Department and its activities

Title: Department of Municipal Affairs Annual Report of Municipal Statistics

Contents: Published annually since 1909, this document provides extensive statistical information, primarily financial, about municipal government in Nova Scotia

Title: *Financial Assistance Programs For Nova Scotia Municipalities $2.00.

Contents: A digest to the various grants available to municipalities in Nova Scotia from both provincial and federal government departments and agencies

Title: *Planning Appeal Decisions (various prices for previous years)

Final volume - 1983, Volume 12 $3.50
Note: Now Municipal Board Decisions, starting with Volume 1, 1982. Available from the N.S. Government Bookstore.

1985

*Municipal Elections Handbook 1985. $3.25

*Municipal Elections Act 1985 Office Consolidation $5.25

*Municipal Grants Act 1983 Office Consolidation $1.00

Candidates' Guide to Municipal Elections 1985

Calendar Guide to Municipal Elections 1985

*School Boards Membership Act 1985 Office Consolidation $2.00

*Municipal Conflict of Interest Act 1985 Office Consolidation $0.65

Subdividing Land in Nova Scotia - A Brief Introduction (free pamphlet)

1984

*The Towns Act 1984 Office Consolidation $4.25

*The Municipal Act 1984 Office Consolidation $4.25

*Focus on the Planning Act (Nova Scotia Planning Seminar) $3.00

*Manual of Accounting and Reporting Practises for Nova Scotia Municipalities. (Reviewed and amended annually) $20.00

1983

*Nova Scotia Map Index $12.50

Shoppers' Survey Volume 2 - Trade Centre Comparison and Analysis.

Halifax - Dartmouth Regional Plan Review - various reports.

*Municipal Grants Act Guidelines for Designating Class IV Areas. $2.00

*Planning News, Views and Reviews (Nova Scotia Planning Seminar) $3.00

Report of the Municipal Election Act Review Committee.

*Village Service Act 1983 Office Consolidation $1.25

1982

*Planning and Management. (Nova Scotia Planning Seminar) $3.50

Nova Scotia Sewer and Water Inventory

Retail Trade Shoppers Survey (6 volumes)

Merchants' Survey

1981

The Assessment of Your Residence (free pamphlet)

*Nova Scotia in the 1980's and 90's: A Look to the Future (Nova Scotia Planning Seminar) $3.00

Previously published and still available:

*Halifax-Dartmouth Regional Development Plan $3.00

Model Town Zoning By-law

Rural Zoning Approaches

*Zoning - Making it Work (Nova Scotia Planning Seminar) $3.00

*The Land Subdivision Process (Nova Scotia Planning Seminar) $4.00

*Publications available from:

The Nova Scotia Government Bookstore
P. O. Box 637
1597 Hollis Street
Halifax, Nova Scotia
B3J 2T3

(902) 424-7580

Other publications listed are not available through the Bookstore, but may be obtained by inquiry through the Department of Municipal Affairs.

HEAD OFFICE

	(Area Code 902)		
Minister's Office	424-5551	Finance & Administration	424-6642
Deputy Minister's Office	424-4100	Municipal Advisory Services	424-5760
Administrative Services	424-7689	Municipal Training Services	424-8046
Assessment	424-5671	Personnel Manager	424-2717
Community Planning	424-4091	Research	424-5901
		Solicitors	424-7578

ASSESSMENT OFFICES

Annapolis-Digby Region
(Municipalities of Annapolis and Digby; Towns of Annapolis Royal, Bridgetown, Digby and Middleton)
Annapolis Royal, Anna. Co. B0S 1A0
Basement, Municipal Building
P.O. Box 237
532 - 2374

Antigonish-Guysborough Region
(Municipalities of Antigonish, Guysborough, and St. Mary's; Towns of Antigonish, Canso and Mulgrave)
Antigonish, Antigonish Co. B2G 2H5
42 West Street, Suite 116
863 - 1346; 863 - 1347
Guysborough, Guys. Co. B0H 1N0
1st Floor, Municipal Bldg.
533 - 2154

Cape Breton Region
(City of Sydney; Towns of Glace Bay, New Waterford, Dominion, Louisbourg, Sydney Mines, North Sydney; Municipality of Cape Breton)
Sydney, Cape Breton Co. B1P 6J9
Civic Centre, P.O. Box 1178
539 - 4900

Colchester Region
(Municipality of Colchester; Towns of Truro and Stewiacke)
Truro, Colchester Co. B2N 5C5
201 Queen Street, P.O. Box 433
895 - 6354; 895 - 6355

Cumberland Region
(Municipality of Cumberland; Towns of Amherst, Springhill, Oxford and Parrsboro)
Amherst, Cumberland Co. B4H 3Y6
1st Floor
50 Victoria Road East
P.O. Box 4
667 - 3397; 667 - 3398

Dartmouth City Region
Dartmouth, Halifax Co. B2Y 3Z3
3rd Floor, City Hall
Alderney Drive, P.O. Box 817
421 - 2156

Halifax County Region
(Municipality of Halifax Co.; Town of Bedford)
Armdale, Halifax Co. B3L 4K3
2nd floor, Municipal Building
38 Dutch Village Road
P.O. Box 300
477 - 5641

Halifax City Region
Halifax, Halifax Co. B3J 3A5
3rd Floor, Duke Street Tower
Scotia Square
P.O. Box 1749
426 - 6445

Hants Region
(Municipalities of Hants, East, Hants, West; Towns of Windsor and Hantsport)

Windsor, Hants Co. B0N 2T0
Corner Gerrish & Grey Streets
P.O. Box 188
798 - 8337

Milford, Hants Co. B0N 1Y0
1st Floor, Municipal Building
P.O. Box 190
Shubenacadie B0N 1Y0
758 - 2290

Inverness-Richmond-Victoria Region
(Municipalities of Inverness, Richmond, Victoria; Town of Port Hawkesbury)

Port Hood, B0E 2W0
2nd Floor, Court House
P.O. Box 98
787 - 2288

Baddeck, B0E 1B0
2nd Floor, Court House
295 - 2568

Arichat, B0E 1A0
1st Floor, Court House
226 - 3688

Port Hawkesbury, B0E 2V0
2nd Floor, Provincial Building
625 - 2318

Kings Region
(Municipality of Kings; Towns of Kentville, Wolfville and Berwick)

Kentville, Kings Co. B4N 3X1
Municipal Building
Cornwallis Street
P.O. Box 394
678 - 3618

Lunenburg Region
(Municipalities of Lunenburg and Chester; Towns of Lunenburg, Bridgewater and Mahone Bay)

Bridgewater, Lunenburg Co. B4V 2W6
215 Dominion St.
1st Floor, Court House
P.O. Box 86
543 - 4344

Chester, Lunenburg Co. B0J 1J0
Municipal Building
275 - 3554

Pictou Region
(Municipality of Pictou; Towns of New Glasgow, Trenton, Stellarton, Westville and Pictou)

Westville, Pictou Co. B0K 2A0
3rd Floor, Civic Building
P.O. Box 913
396 - 4196

Shelburne-Queens Region
(Municipalities of Shelburne, Barrington and Queens; Towns of Clark's Harbor, Shelburne, Lockeport and Liverpool)

Shelburne, Shelburne Co. B0T 1W0
2nd Floor, Court House
Hammond St., P.O. Box 729
875 - 4665

Liverpool, Queens Co. B0T 1K0
2nd Floor, Metropolitan
Main Street, 2nd Floor
354 - 3161

Barrington, Shelburne Co. B0W 1E0
1st Floor, Municipal Bldg.
637 - 2428

Yarmouth-Clare Region
(Municipalities of Yarmouth, Clare and Argyle, Town of Yarmouth)

Yarmouth, Yarmouth Co. B5A 2T1
1st Floor, Provincial Bldg.
10 Starrs Road
742 - 7143

Little Brook, Digby Co. B0W 1Z0
1st Floor, Municipal Bldg.
769 - 2031

COMMUNITY PLANNING FIELD OFFICES

Truro, Colchester Co. B2N 5H1
517 Prince Street, P.O. Box 1202
895 - 0535

Provincial Subdivision Office
Central Trust Building
Reeves Street
Port Hawkesbury, Nova Scotia
B0E 2V0
1 - 625 - 1772 (Toll Free)

Provincial Subdivision Office
10 Starrs Road
Yarmouth, Nova Scotia
B5A 2T1
1 - 742 - 3515 (Toll Free)